

# **WELCOME!**

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## **MARCH 9 AND 10, 2010 HR FORUM**

**PRESENTED BY THE  
OFFICE OF HUMAN RESOURCE SERVICES**



# Today's Agenda

- Introduction of Manager, Employment, Diversity, and Employee Relations
- New CLPCCD Employment Website
- Screening Committee Training Requirements
- Electronic Personnel Action Form: ePAF
- New “Human Resources and You” Informational Guides
- SWACC Audit Campus Inspections
- OSHA Regulated Training
- District-wide Emergency Preparedness Plan



# CLPCCD Employment Website LIVE

CLPCCD Job Site : Search Results - Windows Internet Explorer

https://clpccd.peopleadmin.com/applicants/jsp/shared/search/SearchResults\_css.jsp

File Edit View Favorites Tools Help

Convert Select

Contribute Edit in Contribute Post to Blog

CLPCCD Job Site : Search Results

## CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

Home  
View Positions  
Create Application  
Login

About Our District  
Message from Human Resource Services  
Equal Opportunity Employer  
Application Procedures and Notice  
Summary of Employee Benefits  
Frequently Asked Questions

Human Resource Services Home

### Search Results

To view the position details and/or apply to a position, click on the **View** link below the Job Title. To sort, click on the arrow next to the column title.

**RETURNING USERS:** Please **STOP** and read this important message!  
If you need to **edit your application information** before applying for a position, please login and click on the 'Manage Applications' link on the navigation bar to the left. Once you have applied for a job posting, please note that the application information submitted cannot be changed for that specific job posting.

Search Results

27 Records

<input checked="" type="checkbox"/> Position Title	<input checked="" type="checkbox"/> Job Open Date	<input checked="" type="checkbox"/> Closing Date	<input checked="" type="checkbox"/> Position Type	<input checked="" type="checkbox"/> Department
<b>Counselor / Instructor</b> <a href="#">View</a>	03-05-2010	04-05-2010	Faculty	Chabot - Counseling and Guidance
<b>Instructor, Administration of Justice</b> <a href="#">View</a>	03-04-2010	04-08-2010	Faculty	Chabot - Social Sciences
<b>Instructor, Anthropology</b> <a href="#">View</a>	03-04-2010	04-08-2010	Faculty	Chabot - Social Sciences
<b>Instructor, Sociology</b> <a href="#">View</a>	03-04-2010	04-08-2010	Faculty	Chabot - Social Sciences
<b>Instructor, Automotive Technology</b> <a href="#">View</a>	03-04-2010	04-08-2010	Faculty	Chabot - Applied Technology

Internet 100%



# Screening Committee Training Requirements

- Topics will include:
  - On-line application review process and security access for committee members
  - Legal requirements: Section 53003(c) (4) of Title 5
    - Commitment to Diversity
    - Best practices in the screening and interviewing process to eliminate bias and barriers
    - Hiring committee duties and protocols
  - CLPCCD Screening Procedures

Please contact Wyman Fong at extension 925.485.5261, or James Andrews at extension 925.485.5513 to schedule training.



# Electronic Personnel Action Form: ePAF

- Online PAF system
- Reviewing current PAF
- Building forms for new ePAF
- Developing Electronic Routing System
- Your feedback is needed

# “Human Resources and You” Informational Guides - Draft

- Retirement Plans
- Bereavement Leave
- Compensatory Time
- New Employees
- Fingerprinting
- Tuberculosis (TB) Testing

# State-wide Association of Community College Districts “SWACC” Inspection

- Conducted property/liability inspection concerning safety and district liability:
  - Las Positas College on March 1, 2010
  - Chabot College on March 2, 2010
- Recommendations from Keenan and Associates forthcoming regarding identified hazards at the Colleges
- Inspection to lessen CLPCCD risk from liabilities from students, employees, and visitors



# OSHA Regulated Training

- Conducting required OSHA Training for employees
- Working with Cal OSHA inspectors concerning safety violations, appeal process, and reduction of fines
- Revising CLPCCD Injury, Illness, and Prevention Plan



# District-wide Emergency Preparedness Plan

## Emergency Preparedness Plan per California Education Code

1. Draft completed – with assistance from both Director of Campus Safety and Security
2. Pending edits - internal review
3. Chancellor's Council
4. Board Review and Approval

